

Scan and email to guesser@mailbox.sc.edu or give to Evan Guess, 914 Humanities Office Bldg. 803-777-4882

Your Name

USC ID

Date Leaving Home Base	mm/dd/yy	Time	am/pm
Date Returning Home Base	mm/dd/yy	Time	am/pm
Specific Purpose of Travel and Destination			

Funding :

*List additional funding sources besides department approved amount on this sheet. List Commitment # or project # and specify the amount authorized to be used. Include funds applied for at CAS, regardless if awarded yet or not.

Section I – Methods of Transportation

[Funding sources here -->](#)

Plane Amount	
Train Amount	
Taxi/Uber Amount	
Personal Vehicle Milage One way / departure @ \$0.655/mile	
One way / return @ \$0.655/mile	
Subtotal Section I	

Section II – Subsistence

Lodging cost per night (including taxes): \$	per night	nights =	
Meal allowances:			
In state	B = \$8.00	L = \$10.00	D = \$17.00 \$35.00 per day max
Out-of-state	B = \$10.00	L = \$15.00	D = \$25.00 \$50.00 per day max
List your meals here	List the total \$ here		
In-state/Out-of-state daily per diem x # of days			
Foreign per diem—consult with Evan – city/country and dates: (# days x foreign rate)			
Subtotal Section II			

If meals were provided as part of registration, you cannot claim the expense. Meal receipts are not required. Out-of-country per diem is based on country and city.

Section III – Other Expenses (Original receipts must be provided for this section)

Registration	
Uber/Lyft/Ride shares, taxis, shuttles, subways	
Airport/hotel parking	
Rental car	
Gas for rental car only, not personal vehicle	
Other	
Subtotal Section III	

Section IV – Summary

Section I Transportation	
Section II Subsistence	
Section III Other	
Grand Total Requested	

Total amount approved

Department Chair's Signature:

Date: